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1983-84 Annual Report

Bibliothèque - Faculté Saint-Jean Library

Submitted to the University of Alberta Librarian

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## I. Introduction

The library continued to experience many changes in 1983-84, due to its integration with the University of Alberta Library network. The official entente was signed September 12, 1983 by Gamila Morcos, Dean of Faculté Saint-Jean, and Peter Freeman, Chief Librarian of the University of Alberta. We have already benefitted from this integration. We have been given 2 supplementary positions in 1983-84, and we will be announcing a reference librarian's position to start August 1, 1984. We have obtained a microfilm reader, a table for the Utlas terminal, and we have received permission to proceed with the automation of our cataloguing operations. The Librarian will be visiting the Université de Sherbrooke and the National Library in May, at the expense of the University. We continually receive very good advice from Calvin Evans and his colleagues and we have the opportunity to participate in numerous workshops and orientation sessions.

## II. Personnel

At the beginning of the year there were 2 people on staff: Estelle Dubeau, responsible for all orders, and Jeanne Kozak, technician responsible for cataloguing. Muriel Lefebvre worked for a few months until Juliette Henley was hired in October to replace Muriel as Interim Head Librarian. In November, Diane DeLongchamp joined the staff as the person responsible for all public services. Usha Prasada-Kole started on January 3/84 as the professional cataloguer.

Several student helpers were also hired to enable us to keep the library opened longer hours, that is from 4:30 - 10:00 pm from Monday - Friday, and from 1:00 - 5:00 pm on week-ends. Two casual staff were hired in March to help us to evaluate and type lists of all donations received in 1983-84, and to process government publications received since April, 1982.

Personnel job descriptions were revised and all full-time staff have had the opportunity to attend several workshops and orientation sessions at the University of Alberta.

## III. Budgets

Budget Level 42 of \$4000 was entirely spent. This involved expenses incurred for catalogue cards production, printing, binding of books and periodicals, office and library supplies.





The capital budget of \$1000 enabled us to purchase a microfiche reader for the cataloguing unit, a newspaper stand, and additional shelving for periodicals.

Budget Level 60 of \$40,000 was also entirely spent. Attached is a report of approximate amounts which were spent for resources in each subject area. The expenditures did not follow entirely the allocated amounts per subject area, however we did succeed in ordering all professors' requests, received before January 31, 1984. We really appreciated the cooperation we received from professors in the selection of books. They have accepted to share this task voluntarily and we thank them for it.

Among the most important works ordered this year are: La Survivance and le Franco-Albertain on microfilm, the Index de l'Actualité since 1966; a subscription to La Presse and the microfilm edition for 1983; Le Devoir on microfilm for 1973-74; the microfiche catalogue of the holdings of the Institut canadien de microreproductions historiques (Canadiana before 1900); 1983-84 Microlog Index; Le Dictionnaire généalogique des familles du Québec; Le Répertoire des actes de baptême, mariage, sépulture et des recensements du Québec ancien (22 volumes); the Encyclopedia of Educational Research (4 volumes); the International Encyclopedia of Education (10 volumes); and 55 supplementary periodicals which are indexed in Point de Repère.

#### IV. Automation of the Cataloguing Operations

After several meetings and much discussion with the University cataloguing personnel and an Utlas representative, we are finally proceeding with the automation of our cataloguing operations. Unfortunately the integration of our catalogue with the main University Library catalogue does not appear to be possible since we catalogue in French, and they do theirs in English. The Canadiana authorities which we must accept in order to catalogue in French are not always the same as those in English, for example names of corporations, series, conferences, government departments. The integration of both catalogues would create a lot of confusion for patrons because of see references which would be created in both official languages. As a result, it appears that our catalogue will be separate. However, it will still be accessible to patrons on the main campus. The orientation sessions to Utlas services for the personnel will be taking place very soon.

The results of the study are presented in the following table, and additional details are given in the text.

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## V. New Service For Professors

In March, we started a new service to professors by which we try to keep them informed of new publications in their subject areas. We photocopy pertinent information from various selection tools which are received by the library and which professors may not have the opportunity to see, for example: Bibliographie du Québec, Choix, Bulletin critique du livre français, Nos Livres and certain publishers catalogues. We prepare an information folder for each professor according to his(her) subject interests, which we will try to send to them once a month. We hope that this new service will help them in the selection of resources for the library.

## VI. Statistics

In November, 1983 we started to keep statistics on the services given to our patrons. The count of internal circulation was started only in February. Statistics will enable us to make comparisons from year to year, to compare our services to those of other libraires, to know our patrons' needs better, and to plan in a more efficient manner for the future with regards to budgets, opening hours, personnel, and services which we should provide or improve.

Statistics from Nov. 1/83 - March 31/84

<u>Circulation</u>		<u>Reference Questions</u>	
Books:	4101 (external)	Directional:	742
	943 (internal)	Quick reference:	435
Periodicals:	313 (external)	Extended reference:	171
	74 (internal)		1348
Reserve:	<u>721</u>		
	6152	<u>Average number of people in the study rooms at any one time: 7</u>	

Periodicals circulate only to professors. Students may borrow them only for photocopying purposes.

## VII. Government Publications

Since April 1982, when the library became a selective deposit for French federal government publications, we have received approximately 1500 documents. In February and March, 1/3 of this collection was catalogued and classified using the CODOC classification scheme. These 500 documents were also processed





and are ready for circulation. We hope to be able to continue or even finish this project this summer subject to the approval of our summer projects.

#### VIII. Donations to the Library

We received 1758 volumes in 1983-84, a value of \$11,234.04. The largest donation was made by Gérard Guénette, a professor at Faculté Saint-Jean. The University has applied on our behalf for matching grants from the Provincial Government.

#### IX. Policies and Procedures Manual

We have started to write a procedures manual in which we want to describe all library functions. This will facilitate the training of personnel. We also hope to include in it all policies of the library. To date, we have succeeded in writing procedures for statistics, reserve service, overdue and fines, cash floats and the update of the cash register, inter-library loans, and donations to the library.

#### X. Other Activities

Since we were not able to offer orientation sessions to the students in September, Muriel Lefebvre came back in December and January to prepare a guide on how to use the Faculté Saint-Jean Library as well as those on the main campus.

Juliette Henley submitted a brief to the "Resources Management Consulting Firm" with regards to the present and future public library needs of the Francophone community in Alberta. This study was sponsored by Alberta Culture.

A report was submitted to the University Library on the automation priorities of the library. Another report was prepared on "The Planning Process" which described the problems/expectations/opportunities of the library on a long term basis.

Regular monthly staff meetings were initiated in December to discuss problems, exchange ideas, and make decisions on day to day operations. To date, these meetings have been very profitable.

We have made a proposal to Library Personnel (under the Step/Pep programs) for three summer projects. One is to do a complete inventory of the library in our preparation for a security system; the second project



is to finish cataloguing and processing all government publications as well as donations received during the year; the third project consists of updating the processing of all the books in the library.

#### XI. Conclusion

In closing, many thanks are due to all library staff members; without their absolute devotion and their important contribution to the operation of the library, the work accomplished this year would not have been possible. Thanks are also in order to all University Library personnel, especially Calvin Evans, to the members of the Library Committee, to the professors at the Faculté, and in particular to the Dean, Mrs. Morcos. Their advice, their support and the trust they have placed in the Librarian since her arrival at Faculté Saint-Jean were greatly appreciated.



